

Procure-to-Pay Newsletter

May 2025



Workday Transition Reminders

Due to the upcoming transition to Workday, the last day to submit new requisitions and change requests is **June 9, 2025**. Normal business processes will resume once Workday is live on July 1. Please reach out to buywm@wm.edu for any questions.

Please start reviewing open purchase orders in buyW&M and open encumbrances in Banner. For open purchase orders that are no longer needed, please create a change request to either cancel open lines or reduce the total to the final invoice amount. All Purchase Order invoices must have receiving entered and exported to banner by **June 15, 2025**, to be paid in FY25. Following this date, buyW&M will be down until Workday goes live on July 1st. Find more information on key dates at [Key Dates | Workday Implementation Initiative | William & Mary](#).

FY25 Year End Closing deadlines can be found at [FY25 Year End Closing | Financial Operations | William & Mary](#).

Accounts Payable FY25 Deadlines

Non-PO invoices must be approved and in the AP Workflow by June 12, 2025, to be paid in FY25. Following this date, buyW&M will be down until Workday goes live on July 1, 2025. **Any invoices not processed by the deadline will be deleted in buyW&M.**

BuyW&M PO invoices (to include cXML invoices) must be completed and synched to Banner by June 15, 2025. Following this date, buyW&M will be down until Workday goes live on July 1, 2025. **Any invoices not processed by the deadline will be deleted in buyW&M.** This includes invoices that have been returned or are in the matching exceptions workflow, therefore please

make sure the receiving has been entered to ensure there is a three-way match. Any invoices that need to be paid next fiscal year should not be submitted in buyW&M until after 7/1. Any cXML invoices that have a three-way match with a due date after 7/1 will be given a NET1 due date and processed in FY25.

Compliance & Accountability Reminder

Remittance address issues continue to arise in buyW&M. As mentioned at the Spring Procure to Pay Forum, Supply Chain Services has begun tracking errors as of May 1, 2025. As is the case with America To Go's current audit and compliance measures, repeat remittance address violations will result in temporary or permanent buyW&M system access removal. Questions? Contact procure@wm.edu.

Workday Pencils Down Celebration

Supply Chain Services received a visit from Reveley the Griffin and the Workday project team to mark the "Pencils Down" event celebrating the successful freeze of all configurations.

Thank you to the Workday project team for this fun event!



Recent Contract Activity

View the list of current and open solicitations at William & Mary's [Current Public Posting webpage](#).

Recently Awarded

- Strategic Support Services (Open Enrollment) has been awarded to eight additional vendors for various service categories of Sustainability, Subject Matter Expert, Publishing/Communications and Translation:
 - Carnegie Dartlet LLC
 - Jade Solutions LLC
 - Main Digital Communications
 - Mari E Overkamp-Smith
 - Modern Tribe Agency LLC

- Hinton Consulting
- Sway Creative Labs
- TechArk Solutions

Coming Soon

- Print Management Services
 - Dorm Moving Services
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Construction Corner



- Blow Hall Cupola Roof Repair: Scheduled for completion Spring 2025
- Zable Stadium East Lockers: Scheduled for completion Spring 2025
- Jamestown East Residence Hall (Cedar Hall): Scheduled for completion Summer 2025
- Old Dominion Renovations: Scheduled for completion Fall 2025
- Integrated Science Center, Phase 4: Scheduled for completion Fall 2025
- West 1 Housing & Dining (5 buildings and a new pedestrian bridge): Scheduled for completion Fall 2025
 - Oak Hall
 - Pine Hall
 - Maple Hall
 - Poplar Hall
 - West Woods Commons
 - West Woods Bridge
- Mackesey Sports Performance Center: Scheduled for completion Fall/Winter 2025
- Wren Building Restoration: Scheduled for completion Spring 2026

- West Woods Phase 2 (Randolph Complex): Scheduled for completion Spring 2027

buyW&M Office Hours

Supply Chain Resources

Need assistance using buyW&M? Join us for the next Zoom Office Hours session on **July 30 from 3 to 4 p.m.** We can help troubleshoot your specific issues or questions, or you can drop in to listen and learn. Please register on our [Office Hours webpage](#) to receive the Zoom link or view upcoming dates.

[Supply Chain Services](#)

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)

[Procure-to-Pay Newsletter Archive](#)

Questions? Email procure@wm.edu!

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